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STAT

ADMINISTRATION MANAGEMENT RECORDS STAT
ANALYSIS WORKING (Reference) FILES
AUDIT RECORDS
BUDGET FILES
COMMITTEE RECORDS (Board & Panels)
COMMUNICATIONS RECORDS
DIRECTIVES
EMPLOYEES BENEFITS AND SERVICES RECORDS
EXCHANGE RECORDS & DISSEMINATION & RELEASE

INDEXES AND LISTINGS
INSPECTOR GENERAL RECORDS
LEGAL FILES
LIAISON RECORDS
LIBRARY MATERIAL AND REFERENCE FILES
OPERATIONAL RECORDS
PAYROLL AND LEAVE RECORDS
PERSONAL RECORDS
PERSONNEL RECORDS
PRESENTATION RECORDS (Government Only)
PROCUREMENT RECORDS
PROGRAM PRODUCT FILES
PUBLIC AFFAIRS AND RELATIONS

REAL ESTATE AND PROPERTY RECORDS
RECORDS MANAGEMENT FILES
RESEARCH & DEVELOPMENT RECORDS (Incl. Ext)
SECURITY RECORDS
SUPPLY RECORDS
TRAINING RECORDS
TRAVEL FILES

HISTORY RECORDS
PERSONNEL MGT. RECORDS
CONTRIBUTORS RECORDS TO INTELL. REPORTS
ADP RECORDS

STAT

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25 YEAR RE-REVIEW

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01. DIRECTIVES (Requirements and Orders)

1 Mission Files
2 Related Mission Directives
3 Requirement Files
4 USIBD's
5 DCID's
6 Executive Orders
7 NSCID's
8 IAC Directives
9 PNID's

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02 ADMINISTRATION MANAGEMENT RECORDS

✓ 1. Subject Files
2. Administrative Reports
3. Activity Reports
4. Planning Papers
5. Case Files
6. Admin. Correspondence
7. Admin. Issuances
8. Military Orders

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03. BUDGET FILES

1. Financial Policy Files
2. Estimates
3. Budget Submissions
4. Budget Hearings
5. Apportionments
6. Allocation Records
7. Buget Reports (Production & Final)
✓ 8 Budget Staff Files

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04. PUBLIC AFFAIRS AND RELATIONS

1. Publicity Records
2. Releases to News Media
3. Contacts with New Media
4. Press Clippings
5. Speeches
6. Clearance and Contact Files
7. Correspondence with public (in & out)

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05. OPERATIONAL RECORDS

1. Projects and project materials
2. Renewal
3. STAT
4.
5. Operational Cables
6. STAT
7. Station Files
8. Mission Documentation

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06. RECORDS MANAGEMENT FILES

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07. INSPECTOR GENERAL RECORDS

1. Investigations
2. Records
3. Reports
4. Case Files

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08. LIAISON RECORDS

1. Inter-agency agreements

STAT 2. Publications released

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09. LEGAL FILES.

1. Decisions and Opinions
2. Power of attorney

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10. PRESENTATION RECORDS (Government Only)

/. Briefing Files

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11. AUDIT RECORDS

1. Reports
2. Working Files
3. Task Order Files
4. Contracts (Audited)

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12. PERSONAL RECORDS

1. Personal Papers
2. Diaries
3. Professional organization membership files

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13. EXCHANGE RECORDS and Dissemination

1, Distribution Lists and Schedules

2, Agreements

3, Intelligence Reports

4, Dissemination (Briefs, reports other than info., etc)

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14. COMMITTEE RECORDS (Board and Panels)

1. Policy Papers

✓ 2. Minutes

3. Agendas

4. Subcommittees

5. Working Groups

6. Records of all description covering the USIB Security Committee

7. Agency Members - contributions

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15. PROGRAM PRODUCT FILES

1. Finished Reports
2. Production Files

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16. PERSONNEL RECORDS

1. Office Personnel Folders (Official Soft files.
2. Security Case Files
3. Polygraph Files
4. Individual Training Files
5. Medical Case File
6. STAT
7. Applicant Files (Includes OP and OMS rejects)
8. Consultant Files (CONTRACT)
9. STAT

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17. SECURITY RECORDS

1. Clearance Files
2. Badge Files
3. Building Files and Logs
4. Visitor Logs & Admission Cards
5. STAT
6.
7. Destruction Records
8. Surveys and Inspections
9. Classification Records

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18. EMPLOYEES BENEFITS AND SERVICES RECORDS

✓ 1. Credit Union
2. Insurance File
3. Suggestion Awards Files
4. Honor Awards Files
5. Counseling Records
~~Career Service Records~~
6. Injury and Claim Files

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19. SUPPLY RECORDS

1. Inventory Records
2. Cataloging Records
3. Stock Level Records
4. Vouchers
5. Property Records
6. Receiving Files
7. Shipping & Cargo

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20. TRAINING RECORDS

1. Bulletins
2. Manuals
3. Lession Plans
4. Course Material
5. Examination Records and material

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21. RESEARCH & DEVELOPMENT RECORDS (Including External)

1. Contracts
2. Progress & Other Reports
3. Drawings

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23. REAL ESTATE AND PROPERTY RECORDS

1. Plans
2. Blue Prints
3. Maps
4. Construction Files
5. Deeds
6. Space flies

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24. ANALYSIS WORKING (Reference) FILES

/ Any collection of documents maintained by an office or individual for reference and/or specific projects

✓ 2, Chrono Files

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25. TRAVEL FILES

1, Travel Case Files

2. Vouchers

3. Schedules & forms

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26. INDEXES AND LISTINGS

1. Cards
2. Machine Listings

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27. LIBRARY MATERIAL AND REFERENCE FILES

1, Collections of Documents, Books, etc. maintained for use by more than one component or office on various subjects and areas - ie ~~RID~~ - ITEM 8b ~~5~~

2. 1 Extra copies of Reports + Pubs.

3, Grahpic and Biographic material

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28. COMMUNICATIONS RECORDS

1. Postal Records
2. Tags
3. Telephone Toll Tickets, Etc.
4. Dispatch Records
5. Courier Receipts
✓ 6. TS and Restricted Data Logs and or Cards used in leiu of.
7. TS Green Sheets
8. Crypto logs and inventories.
✓ 9 Mail Controls (Logs etc.)

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29. PAYROLL AND LEAVE RECORDS

1. T&A Cards
2. Individual Earning Records & Service Records Cards
3. Machine Listings of Payroll
4. [redacted] Individual Payroll Case Files
5. Bond and Other Deduction Records
6. Leave Record Cards
7. Retirement Records, Termination Records
8. Tax Records (Covert and Overt)
9. Payroll Controls

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32 B. PROCUREMENT RECORDS

1. Contract Files
2. Purchase Order Files
3. Letter Order Files
4. Work Orders
5. Completed Case files

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35. PERSONNEL MANAGEMENT RECORDS

1. Career Service Records
2. T/O runs
3. Statistical reports re: grade, strength, etc
4. Studies and surveys
5. Admin. Order files (Military)
6. Staffing Plans
7. Policy material

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36. CONTRIBUTORS RECORDS TO INTELLIGENCE REPORTS

(1) Contributions to CIA Reports

(2) " " NON-CIA Reports

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37. ADP RECORDS

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34 HISTORY RECORDS

1, Copies of Component History

2, Records pertaining to Agency history or any part thereof.

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38 ADMINISTRATIVE ISSUANCES (INTERNAL)

1. Policy
2. SOP's
3. Handbooks
4. Instructions
5. Book Dispatches
6. Notices
7. Regulations

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TAB C

SECRET

DD/S&T RECORDS INVENTORY
FISCAL YEAR 1969

MACHINE RUN HEADING
INDEX

OFFICE IDEN -	OFFICE IDENTIFICATION
REC CONTRL NO -	RECORDS CONTROL SCHEDULE NUMBER
REC CONTRL SCHDL ITEM NO -	RECORDS CONTROL SCHEDULE ITEM NUMBER
SUB -	SUBJECT
OFF OF REC -	OFFICE OF RECORD
PF -	PHYSICAL FORM
RET CLS -	RETENTION CLASS
REPORT DATE -	REPORT DATE
EQP TYP -	EQUIPMENT TYPE
S -	STORAGE TYPE
DATE OF RECRD FM-TO -	DATE OF RECORDS: FROM-TO
VOLUME ON HAND -	VOLUME ON HAND
VOL RET -	VOLUME RETIRED
VOL TRN IN -	VOLUME TRANSFERRED IN
VOL TRN OUT -	VOLUME TRANSFERRED OUT
VOLMN LAST REPRT -	VOLUME ON HAND LAST REPORT why?
MAGN TAPE -	MAGNETIC TAPE
CARD SEQN -	CARD SEQUENCE

SECRET

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SUBJECT OF RECORDS SERIES
(Cols. 25-27)

1. DIRECTIVES
2. ADMINISTRATION MANAGEMENT RECORDS
3. BUDGET FILES (PPBS)
4. PUBLIC AFFAIRS AND RELATIONS
5. OPERATIONAL RECORDS
6. RECORDS MANAGEMENT FILES
7. INSPECTOR GENERAL RECORDS
8. LIAISON RECORDS
9. LEGAL FILES
10. PRESENTATION RECORDS (Government Only)
11. AUDIT RECORDS
12. PERSONAL RECORDS
13. EXCHANGE RECORDS & DISSEMINATION & RELEASE
14. COMMITTEE RECORDS (Board & Panels)
15. PROGRAM PRODUCT FILES
16. PERSONNEL RECORDS
17. SECURITY RECORDS
18. EMPLOYEES BENEFITS AND SERVICES RECORDS
19. SUPPLY RECORDS
20. TRAINING RECORDS
21. RESEARCH & DEVELOPMENT RECORDS (Incl.Ext)
22. [redacted]
23. REAL ESTATE AND PROPERTY RECORDS
24. ANALYSIS WORKING (Reference) FILES
25. TRAVEL FILES

STAT

26. INDEXES AND LISTINGS
27. LIBRARY MATERIAL AND REFERENCE FILES
28. COMMUNICATIONS RECORDS
29. PAYROLL AND LEAVE RECORDS
30. [redacted]
31. [redacted]

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32. PROCUREMENT RECORDS
33. [redacted]
34. HISTORY RECORDS
35. PERSONNEL MGT. RECORDS
36. CONTRIBUTORS RECORDS TO INTELL. REPORTS
37. ADP RECORDS
38. DOCUMENT CONTROL
39. OFFICE SUBJECT FILES
40. CHRONOLOGICAL FILES
41. OVERNIGHT STORAGE
42. WORKING PAPERS
43. CONTRACT MGT. FILES
44. PROJECT SECURITY FILES
45. BRIEFING AIDS

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46. CABLES
47. CRYPTIC REFERENCES
48. PROJECT FILES
49. LOGS
50. COUNTRY FILES
51. INTELLIGENCE. REPORTING AND EVALUATION
52. [redacted]
53. CONTRACT FILES
54. STAFF SUBJECT FILES
55. POLICY AND PLANS FILES
56. [redacted]
57. PROGRAM FILES
58. TRAINING MATERIAL

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PHYSICAL FORM OF RECORDS
(Cols. 33-34)

1. PAPER RECORDS
2. MICROFILM
3. MOTION PICTURE FILM
4. MAGNETIC TAPE
5. SOUND RECORDINGS
6. PHOTOGRAPHS AND/OR NEGATIVES
7. IBM CARDS
8. 3X5 CARD FILES
9. COMBINATION
10. 5X8 CARD FILES
11. MACHINE RUNS

Paper -

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TYPE OF EQUIPMENT
(Cols. 44-46)

Code	
	4-Drawer Safe File - Legal
	4-Drawer Safe File - Letter
	5-Drawer Safe File - Legal
	5-Drawer Safe File - Letter
	5-Drawer File Cabinet - Legal
	5-Drawer File Cabinet - Letter
	5-Drawer Safe File - Card Safe
	Kardex - 5 x 8
	Power File
	2-Drawer desk safe
	Book shelf (Office)
	Book cases
	10-Drawer card (3x5) file
	Over safe storage cabinets
	Drawing/Plan Storage File (Master Safe)
	10-Drawer map case (42" x 54")
	Open Storage (not 18,19)
	Conserva-file, full space, etc.
	Open-Shelf Storage
	Map cases (pigeon hole)
	10-Drawer Tab Card Cabinets
	4-Drawer File cabinet
	Magnetic Tape Racks

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TYPE OF STORAGE
(Column 47)

Code	
	Active Office Space
	Vault Area
	Secure Area
	Secure Storage Area
	Other

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[redacted]	SEP 1970	
	STATINTL		
3			
4			
5	STAT		
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

[redacted]. Attached is an alphabetic subject list and a block of numbers you can use for your inventory codes.

STAT

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
[redacted]	

	UNCLASSIFIED		CONFIDENTIAL		SECRET

FORM NO. 237 1-67 Use previous editions

(40)

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